

May 13, 2014 - BOARD OF SUPERVISORS - MINUTES

Minutes of the Antrim Township Supervisors
Regular Meeting
May 13, 2014 7:00 PM

The Antrim Township Board of Supervisors met Tuesday, May 13, 2014 at the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following members present: Pat Heraty, Chairman; John Alleman, Vice Chairman; James Byers, Rick Baer and Fred Young. Also attending were: John Lisko, Solicitor; Brad Graham, Administrator; Sylvia House, Code Enforcement/Zoning Officer; Mike Condo, Roadmaster/Park Director; Jennifer Becknell, Secretary.

Heraty called the meeting to order at 7:01 p.m. and reminded the audience that meetings are audio recorded and posted to the Township website.

Graham opened the meeting with prayer, followed by the Pledge of Allegiance to the Flag.

Heraty asked for Public Comment. There were none.

An Alleman/Young motion passed 3-0-2 to approve the minutes of the April 22, 2014 Board of Supervisors Work Session meeting. *(Byers and Baer abstained as they did not attend this Work Session meeting.)*

An Alleman/Byers motion passed 4-0-1 to approve the minutes of the April 22, 2014 Board of Supervisors Regular meeting. *(Baer abstained as he was absent from this regular meeting.)*

A Baer/Alleman motion passed 5-0 to approve the bills on the Treasurer's Report dated May 13, 2014.

Scott Mehok, from Eckert Seamans Cherin & Mellott, LLC, reviewed the three responses received from the Request for Proposal (RFP) that was sent out, seeking financing for two major sewer projects for the Antrim Township Municipal Authority (ATMA). The two projects are the screw press project and the Shanks Church Road sewer bypass project, totaling \$3.3 million. Mr. Mehok distributed a summary handout explaining the options each of the three banks provided. Mehok noted that F&M Trust made an attractive offer as they gave a 3.93% interest cap after term end.

A Young/Alleman motion passed 5-0 authorizing the ATMA to move forward with the financing of the two major sewer projects, utilizing the ATMA's recommendation of finance option #3 from F & M Trust: seven (7) years at a 2.260% fixed rate of interest, loading at 66% of prime thereafter 7 years, not to exceed 3.93%. The ATMA had decided to utilize the level schedule instead of the wrap (meaning not including their existing outstanding loan debt from 2011).

A Young/Baer motion passed 5-0 approving the modification request from § 125 and § 126 for McCrea Heating and AC, located at 151 Commerce Avenue. McCrea is proposing several improvements to their site (total of 22,750 sq. ft.), all of which were approved on a Land Development Plan from 1995. The total impervious area is no greater than what was approved on this plan, but the arrangement of the structures are different than what was approved on the plan. The Antrim Township Planning Commission (ATPC) recommends approving the modification since the area is already planned to be build on but with different orientation.

A Young/Alleman motion passed 5-0 approving the modification request from § 125 and § 126 for Beck Manufacturing, located at 9170 Molly Pitcher Highway, following the recommendation of the ATPC. Beck needs to upgrade their water treatment system and will need to build an 18' x 18' sq. ft. building over existing impervious area. During their consultation regarding the site, it was discovered that the site was significantly improved without a land development plan. The ATPC reviewed Beck's

request and recommended that Beck be permitted to proceed with the structure needed for water disinfection, but will need to submit a land development plan within 3 months to bring the rest of the site into compliance, as well as obtain a road occupancy permit for the added driveway onto Mason Road. The Board of Supervisors agreed that no bonding was necessary prior to filing the land development plan, as the Township can always issue a notice of violation on the site to gain compliance if necessary. A performance bond will be required prior to Board of Supervisors final approval of the plan for improvements that need to be made as a result of bringing the site into compliance.

A Young/Alleman motion passed 5-0 authorizing the Chairman to sign the original plan amendment for Taco Bell's right-in only access. This plan amendment provides for a right-in access off Rt. 16 into the Taco Bell site. This change is minor in nature as only a couple of parking spaces will be lost and more grass islands are generated. Penn DOT reviewed the HOP with only minor comments and no traffic study was required by Penn DOT.

A Heraty/Young motion passed 5-0 to approve the Resolution # 265 for Antrim Commons Drive Deed of Dedication. The ATMA accepted the sewer lines at their April 28, 2014 meeting. The Township Roadmaster has inspected the road and believes it to be acceptable. The Maintenance bond is in place and the as-built drawings reviewed and approved by Dewberry.

As requested at the last meeting, House updated the Supervisors concerning the Complaint Log.

A Heraty/Young motion passed 5-0 authorizing staff to proceed with issuing a Notice of Violation to 7731 Stone Bridge Road for solid waste.

A Baer/Alleman motion passed 5-0 authorizing staff to proceed with issuing a Notice of Violation to 1722 Alphin Way for work done in ROW (Right of Way) and sewer easement.

A Baer/Heraty motion passed 5-0 authorizing staff to proceed with issuing a Notice of Violation to 513 Buchanan Tail West for solid waste.

A Heraty/Alleman motion passed 5-0 approving the renewal of the Letter of Credit (LOC) for Pleasant Walk Estates in the amount of \$82,692.00, which is due to expire on June 5, 2014. The renewal, in the same amount, shall be received no later than noon on June 4, 2014 or staff shall be authorized to draw on the letter of credit.

A Baer/Young motion passed 5-0 approving the renewal of the bond for Melrose Meadows Phase 3 in the amount of \$114,400.00, which is due to expire on June 13, 2014. The rider extending the bond shall be received no later than noon on June 12, 2014 or staff shall be authorized to call the bond.

A Young/Baer motion passed 5-0 approving the renewal of the Letter of Credit for Antrim Meadows Phase I in the amount of \$89,714.00, which is due to expire on June 15, 2014. The verification extending the Letter of Credit shall be received no later than noon on June 13, 2014 or staff shall be authorized to draw on the Letter of Credit.

An Alleman/Byers motion passed 4-0-1 (*Heraty abstained*) approving the renewal of the Letter of Credit for Waste Management. The current LOC amount is \$1,080,000.00. The LOC is required to be increased annually by 10% (in this case \$108,000.00). The revised LOC in the amount of \$1,188,000.00 shall be received no later than June 13, 2014.

Young announced that while attending the ARMADA open house, many executives approached the Supervisors to give praise to Sylvia House for being so accommodating, fair and thorough in their dealings with the Township. ARMADA has worked with many municipalities and said this has been a great experience.

Lisko announced, in follow-up to the Notice of Violation to be issued for work done in the ROW, that if

the trees are 6" or less in width we can clear the ROW, but the Second Class Township Code does not state that we can charge the individual for the clearing costs. In regards to the storm water swale work, the Township will allow the court to determine the fine for violation.

Direction was given to the Code Enforcement Officer that notice of violations in the future can be issued, added to the report, and do not need to be brought before the Board of Supervisors for their approval.

Lisko announced that the U.S. Supreme Court ruled that Town meetings can conduct prayer and mention religious figures, such as Jesus and God.

An Alleman/Young motion passed 5-0 approving the draft copy of the Sewer Disconnection Ordinance and authorizing the Solicitor (Lisko) to advertise for enactment during the May 27, 2014 meeting. Lisko stated that the ordinance must give the user 60 days notice before disconnect and an opportunity for two (2) hearings if the user claims there is an error in billing. The first hearing would be informal within 30 days with the Township Manager and the second hearing would be formal within 45 days before the Board of Supervisors. If the user is still unsatisfied, they can appeal to the Franklin County Court of Common Pleas.

Graham acknowledged that Mike Condo, Roadmaster, has reached the status of Road Scholar. Condo was presented a certificate issued by Penn DOT / LTAP stating that he has completed ten (10) workshops learning the latest road technology and innovations. To earn the title of Road Scholar you must complete the ten classes within a three (3) year period and Condo finished them in one year.

A Heraty/Baer motion passed 5-0 approving the road repair of Slothour Road. Condo stated that there is a section of Slothour Road that is in critical need of repair. The section is 166 feet long x 22 feet wide. The price estimate given (\$9,335.96) is under the required amount to obtain 3 quotes,

A Heraty/Baer motion passed 5-0 approving the 2014 Paving Bid for Hykes Road to be awarded to Valley Quarries, Inc. The Supervisors decided to go with warm mix, as Penn DOT uses it exclusively. Valley Quarries was the low bidder of warm mix and sewer repair at \$698,999.99. Three bid packets were sent out and three completed bids were submitted.

A Baer/Young motion passed 5-0 approving the Resolution (# 264) to confirm the sewer rate increase approved in the 2014 budget.

A Baer/Alleman motion passed 5-0 approving the Resolution (# 263) to confirm the 2014 Fee Schedule.

Graham gave an update on the sewer collections with the handouts prepared by the sewer billing clerk for the reporting period of February thru present. Graham reported from Report 1 that in April 20 civil complaints were filed. Out of the 20, 12 paid in full –collecting \$6,213.67, and 8 had judgments filed against them. From Report 2, the Township only collected \$1,500.70 from 7 of the 28 liens on the books. From Report 3, the Township shows that we have received \$9,702.99 from "payment agreements", but stated that most are behind. Report 4 is all delinquent customers owing \$300.00 or more. Graham explained that in an effort to make the reporting process easier to generate, the Township will be contacting Freedom to see if they can assist us with our reporting requirements. There was an extra report given this time which states the total amount owed by how many customers from all past delinquent sewer reports to show how we are progressing with collections. Graham stated that the Township will have a collection firm give a presentation on June 10, 2014 and the ATMA has been invited to attend.

Direction was given by the Supervisors to staff and Solicitor to proceed with Sherriff Sale of the home belonging to the customer that owes the largest debt to Antrim Township for delinquent sewer billing.

An Alleman/Baer motion passed 5-0 authorizing the purchase of the manhole materials from sewer fund (08) and the road fund will cover the expense to install the manhole risers. These manholes are required as part of the Township's paving project on Hykes Road.

A Heraty/Baer motion passed 5-0 authorizing the Township Administrator to sign the agreement with Penn DOT in connection with the paving of Route 16 and affirm the Authorities request to participate. The agreement states that Penn DOT will pay for half of the costs for the improvements (raising the manholes) associated with the project. The Township's half will be paid from the sewer (08) fund.

A Heraty/Baer motion passed 5-0 authorizing the Township to utilize George Nagle for additional survey/design work on the Shared Use Trail in the amount of \$4,700.00.

A Heraty/Alleman motion passed 5-0 granting the Greencastle Antrim School Board (GASD) permission to use the Township boardroom to conduct their school board meetings, providing the GASD solicitor draw up a simple usage / lease agreement covering topics such as access, security, liability, and damage during the use by GASD. The Supervisors will not be charging a fee for this use of the Township building. The GASD meet the 1st and 3rd Thursdays of the month at 6:00pm and will not conflict with the Townships Zoning Hearing Board meetings, which are on the 2nd Thursday of the month when required.

A Baer/Alleman motion passed 5-0 approving Workers Compensation coverage for Rescue Hose Co. No. 1 if they choose to provide assistance to the four events requested by Waynesboro Fire Dept.

Direction was given to the Administrator to defer all Fire Police coverage requests to the Fire Department.

Graham announced that an Executive Session is needed to discuss personnel matters and decisions will be made to announce afterwards.

Heraty called for Public Comment.

Robert Smith asked why the GASD want to hold their meetings here at the Township building. The Supervisors responded by stating that the School Board currently meets in the library and it will need to be reutilized for another need within the school renovations.

A Young/Alleman motion passed 5-0 to adjourn the Regular meeting into an Executive Session at 8:35 p.m.

A Baer/Young motion passed 5-0 to adjourn the Executive Session, back into the Regular Session at 8:48 p.m.

A Heraty/Alleman motion passed 5-0 to promote Byron Scott Ingreem to the Road Foreman position with a \$1.00/hour increase.

An Alleman/Byers motion passed 5-0 authorizing staff to advertise for Road Department personnel.

An Alleman/Young motion passed 5-0 authorizing Condo to interview for summer positions and for Graham to hire the individuals needed, then report the names to the Board of Supervisors once completed.

A Baer/Alleman motion passed 5-0 to adjourn the Regular Meeting at 8:50 p.m.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary